

ADMINISTRATIVE - INTERNAL USE ONLY

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

STATINTL

No.

To: All Training Officers of the Agency

## INTRODUCTION TO MICROGRAPHICS

This popular Seminar will be offered again to provide personnel basic information on micrographics technology and its application to a wide range of information handling problems.

The two-day seminar will cover:

- . Image Recording Techniques
- . Microforms and Formats
- . Indexing Techniques
- . User Equipment
- . Computer Output Microfilm (COM)
- . Micropublishing/Microrepublishing
- . Development of Agency Applications

The Seminar is open to all, but it will be of particular interest to the following personnel: potential users of microforms, component Records Officers, Administrative Officers and Assistants, Section and Branch Chiefs, Planning Officers and Registry personnel.

Dates : 17 & 18 November 1976

Place : 1E74 Headquarters

Time : 0900 - 1600 hrs.

Registration: Enrollment is limited. Submit Form 73, "Request for Internal Training". to ISAS/MPB. Room 815 Ames Bldg.

Additional information can be obtained from Micrographics Program Branch on extension

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